

OPEN ENROLLMENT TIMELINE

Current Month = **July**

Processing accruals/usage for **June**

STANDARD MONTHLY ACCRUALS

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	
HR SCO	1ST DAY TO ADD NEW (JUL) EMPLOYEES TO LAS	1ST Day: HR WORKS ALL ERROR MESSAGES	HR KEYS JUNE USAGES TO PIP/LAS			
	8	9	10	11	12	
	HR KEYS JUNE USAGES TO PIP/LAS					
	15	16	17	18	19	
		MONTHLY LAB REPORT	1ST Day: NDI - Family Care Leave (FL) added to LAS			
	HR KEYS JUNE USAGES TO PIP/LAS					
	22	23	24	25	26	
	MASTER PAYROLL CUTOFF	HR KEYS VA to AL TRANSFERS EFFECTIVE JULY IN LAS SYSTEM				
	Last Day: HR WORKS LAS ERRORS (MSG)					
	29	30	31	AUGUST 1	2	
		LAST DAY TO ADD NEW (JUL) EMPLOYEES TO CLAS	BEGIN AUGUST LEAVE PERIOD			

*Example of an employee transferring from Vacation (June) to Annual Leave (July)